

# LEARN TO LEAD

## TRAINING TOOL

### CADET UNIFORM INSPECTIONS

#### PURPOSE

When reciting the Cadet Oath, a cadet pledges to “wear my uniform properly.” Through regular uniform inspections, CAP leaders motivate cadets to set high standards for themselves. Moreover, inspections are opportunities for leaders to identify which cadets are qualified to serve as role models or instructors for new cadets, and which cadets need additional instruction or mentoring to help them meet CAP standards. Leaders will find the inspection program’s scoring system helpful should they implement the Cadet of the Month Award program in their unit.

#### INSPECTION TEAM

Cadet officers and NCOs should take the lead in conducting cadet uniform inspections.

#### FREQUENCY

Inspections should be conducted during each weekly squadron meeting.

#### GUIDELINES FOR INSPECTORS

- a. Review the *CAP Uniform Manual*. Inspectors must be experts in the wear of the uniform.
- b. Conduct the inspection as described in AFMAN 36-2203, *Drill and Ceremonies Manual*, paragraph 5.5, available at [cap.gov/drill](http://cap.gov/drill).
- c. Spend about 30 seconds inspecting each cadet.
- d. Visually evaluate whether the cadet’s appearance meets CAP standards (it is not necessary to use a ruler to check the placement of insignia).
- e. Proceed through each of the five evaluation items listed below, one at a time. Tell the cadet what aspects of their uniform look good and what aspects need improvement.
- f. Squadrons should use the scorecards (CAPF 52-30) below to record the inspection results. Leaders may want to compare inspection results to look for trends in each cadet’s performance.
- g. Element leaders should spot check cadets prior to inspection and help them correct any errors noted during the inspection. The inspection should be a learning experience.

## EVALUATION ITEMS

The inspecting officer grades each cadet's performance in five categories:

### Personal Appearance

Haircut, general cleanliness, cosmetics or shave

### Garments

Cleanliness, sizing, press, lint, strings, shirt tuck

### Footwear

Shine, boot blousing

### Accoutrements

Placement of patches and insignia, order of ribbons, alignment of gig line, etc.

### Military Bearing

Posture, military courtesy, focus and attitude

## RATINGS

The inspecting officer uses the three ratings described below in making their evaluations. Ratings are a shorthand for describing each cadet's performance. Moreover, they provide cadets with a goal to aim for and can generate a healthy spirit of competition.

### Needs Improvement: 0 points

Multiple and obvious deficiencies

Appearance suggests cadet may not understand CAP standards

Appearance requires the cadet's and the leader's attention

### Satisfactory: 1 point

Appearance generally meets basic CAP requirements

Minor deficiencies may exist, but are not glaring

Appearance indicates the cadet understands CAP standards

Overall appearance brings credit to self and CAP

### Excellent: 2 points

Deficiencies, if any, are few and very minor

Appearance clearly demonstrates the cadet pays attention to detail

Appearance signals personal pride and confidence

Overall appearance sets a great example for fellow cadets

**OVERALL RATING.** In addition to being rated in the five categories described above, cadets also receive an overall rating, which is determined mathematically. Recognizing that Phase I cadets are still learning how to wear the uniform properly, while Phase II, III, and IV cadets should be held to a higher standard, there are two sets of scoring guidelines: one for cadet airmen and one for NCOs and officers.

<b>Overall Rating</b>	<b>Phase I Cadets</b>	<b>Phase II, III &amp; IV Cadets</b>
Excellent	6-10 points	8-10 points
Satisfactory	4-5	5-7
Needs Improvement	0-3	0-4

CADET UNIFORM INSPECTION SCORECARD			
CADET:	NEEDS IMPROVEMENT	SATISFACTORY	EXCELLENT
GRADE:			
DATE:			
	0 pts	1 pt	2 pts
<b>PERSONAL APPEARANCE</b> <i>Haircut, general cleanliness, cosmetics or shave</i>			
<b>GARMENTS</b> <i>Cleanliness, sizing, press, lint, strings, shirt tuck</i>			
<b>ACCOUNTREMENTS</b> <i>Patches, insignia, ribbon order, gig line</i>			
<b>FOOTWEAR</b> <i>Shine, boot blousing</i>			
<b>MILITARY BEARING</b> <i>Posture, military courtesy, focus and attitude</i>			
<b>OVERALL RATING</b>			<b>TOTAL PTS:</b>
NEEDS IMPROVEMENT Phase I 0-3 pts Phase II-IV 0-4 pts	SATISFACTORY Phase I 4-5 pts Phase II-IV 5-7 pts	EXCELLENT Phase I 6-10 pts Phase II-IV 8-10 pts	
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